

Absence

Absence:

• Intermittent FMLA

Employee

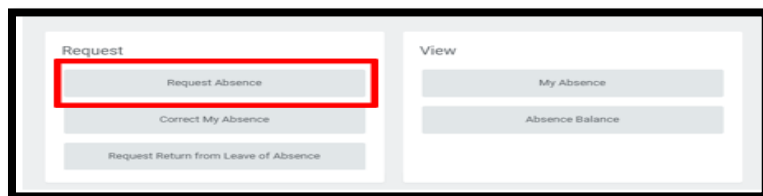
ENTERING ABSENCE OF PAID INTERMITTENT FMLA



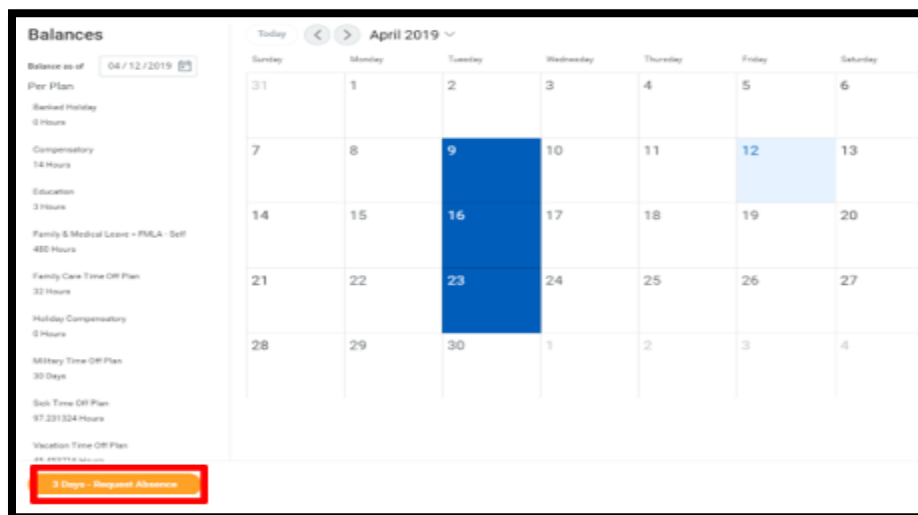
Note: If it is for caregiver, then sick will not be allowed to be used unless the employee has not used the 40 hours per fiscal year of Family Care and has 40 hours of Sick available.

From the Home page:

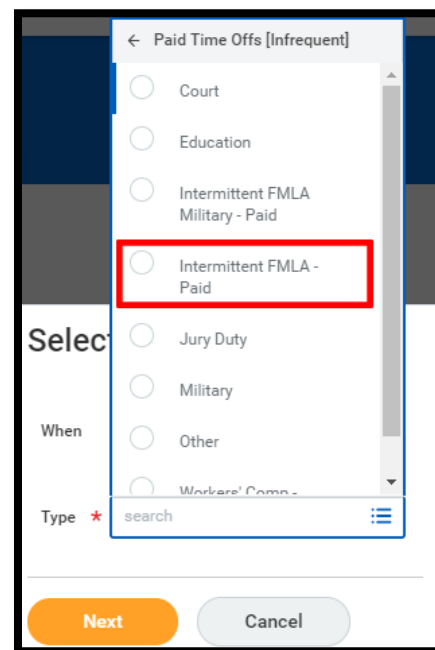
1. Click the **Absence** icon under Applications.
2. Click the **Request Absence**.



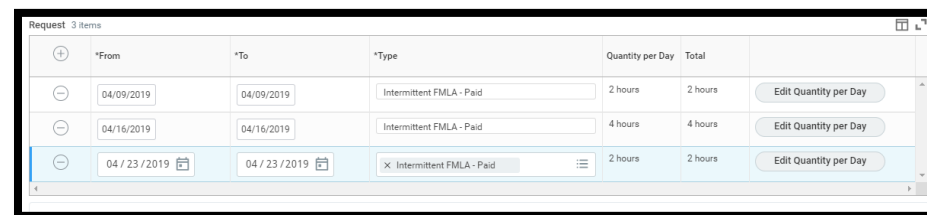
3. Select **Date(s)** and **Request Absence**.



4. Click on  in the **Type** field > **Paid Time Offs [Infrequent]** > **Intermittent FMLA – Paid**. Then click **Next**.



5. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off.



6. Then click **Submit**.
7. This will go to then go to manager and HR Partner to review & approve.

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- You will get **To Do: Intermittent FMLA Paid Needs Additional Paid Time Off Entry: Absence Request: Employee Name**

Instructions The time off request includes a paid intermittent FMLA time off type. In order to ensure the employee is paid appropriately for the time off, an additional paid time off type must be entered (ex. Vacation, Sick, Compensatory, etc.).

From the Home page:

- Click the **Absence** icon under Applications.
- Click the **Request Absence**.

- Select the dates that were selected on Step 3 and **Request Absence**.

- Click on in the **Type** field > **Paid Time Offs** > Select Appropriate time. Then click **Next**.

- Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off. These hours should match Step 5.
- Once the paid time is approved by manager, then it will look like below.

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.